

Posted: August 8, 2007

WEBMASTER

The Connecticut Council on Developmental Disabilities is interested in contracting with a consultant to manage the web sites of the Connecticut Council on Developmental Disabilities (www.ct.gov/ctcdd) and blog (<http://www.ctcdd.org>) during calendar year 2008. The contract will be a State of Connecticut personal services agreement (PSA) with the Connecticut Council on Developmental Disabilities for calendar year 2008. The contract may be renewable annually based upon performance and at the discretion of the Council. **A cover letter and resume are due no later than 4:30 p.m. on Wednesday, September 12, 2007.**

Working under the supervision of the Director of the Connecticut Council on Developmental Disabilities, the Webmaster plans, organizes, develops, implements and manages all operations and activities associated with the Council web sites. The Webmaster is responsible for operating the Council's web site in accordance with the requirements of the Connecticut Department of Information Technology (DOIT), including compliance with the State of Connecticut's Web Site Accessibility Policy (www.cmac.state.ct.us/access/policies/accesspolicy40.html). The Webmaster is responsible for monthly and periodic additions and deletions to the Council's website of information submitted by Council staff. The Webmaster recommends to the Director periodic changes in the design and functionality of the web site and application technology.

The Webmaster plans, organizes, develops, implements and manages the architecture and infrastructure of the Council's blog and bills the Council monthly for charges, agreed in advance, related to the maintenance and hosting of the Council blog. Council staff are responsible for posting and taking down blog items and monitoring and approving requests from the public to post to the blog.

The Webmaster will work with the Council, staff and Connecticut Public Broadcasting to manage the Council's "Able Lives" website (www.ablelives.org)

The Webmaster is expected to work from his or her home or office. The Webmaster is expected to access the Council's Content Management System on the State of Connecticut's server, and the Council's blog server

and “Able Lives” using high-speed Internet access. The Webmaster must manage the Council’s website on the State of Connecticut server using Internet Explorer on a PC running Windows.

Interested applicants should mail a resume with a cover letter. **Resumes and cover letters CANNOT be e-mailed or faxed.** The letter should include links to recent examples of web sites developed and the amount to be charged in this contract. The cover letter and resume should be mailed to:

Edward T. Preneta, Director
CT Council on Developmental Disabilities
460 Capitol Avenue
Hartford, CT 06106-1308
(860) 418-6157
ed.preneta@po.state.ct.us

The cover letter and resume are due Wednesday, September 12, 2007.